

Inactivate Bank Account in Florida PALM

User Role(s): DFS Bank Account Maintainer Last Updated: 01/27/2025

Overview

A Banking Services Request form is required for a bank account to be inactivated. The Banking Services Request form will appear in the Worklist. The Financial Administrator or the Financial Specialist will request from the Division of Treasury and complete the Treasury Management Service Request form to have the bank account closed at the financial institution.

The financial institution will send the Division of Treasury a confirmation that the bank account is in the process of being inactivated. Once all transactions for the bank account have been settled and there are no outstanding items, you will be able to begin the bank account inactivation process in Florida PALM.

Inactivate External Account

- 1. Navigate to the **External Accounts** page
 - a. Navigation: NavBar > Menu > Banking > Bank Accounts > External Accounts
- 2. End user will be directed to the Find an Existing Value page
- 3. Enter Bank Code: Select the bank you are inactivating (e.g., BOA, WELLS)
- 4. Enter Bank Account: Last 4 digits of the bank account number, or
- 5. Enter **Bank Account #**: Bank account number will include the Agency Location number or the last 4 digits of the bank account number and the bank account name
- 6. Click Search







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External Ac	counts									1.75
Find an Ex	isting V	alue				÷	Add a New Va	ue		
✓ Search Cri	teria									
Enter any infor	mation you	have and o	click Search. Le	ave fields blar	k for a list of all values.					
Recent Searche	Choose	e from rece	nt searches		Choose from saved searches	 ✓ 	P			
		*SetID	- •	STATE	Q					
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	Bank A	ccount	begins with 🗸	9999						
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	Account	Status	- *		v					
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			Search	Clea	ar Save Search					
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1 rows - Se	tID "STATE	E" Bank (Code "BOA" +	1 more						
							K <	1-1 of 1 👻	> >	View All
SetID	Bank I Code I	Branch Name	Bank Account	External Bank ID	Bank Account #	Description	Currency Code	GL Business Unit	Account Status	
STATE	BOA I	MAIN	9999	0999999999	1100000_LEGISLATIVE_SERVICES_CC	LEG CC SUB ACCOUNT	USD	11000	Active	>

Figure 1: External Account Navigation

- 7. Under the External Accounts tab, change the Status to Inactive
- 8. Click Save







← ③ ♡			Q Search in Menu
External Accounts			
External Accounts Signatories <u>C</u> ontacts <u>R</u>	econciliation Account Information Colle	ction <u>M</u> ethods <u>P</u> aymer	nt Methods Account <u>S</u> ettlement
SetID STATE Bank BOA Bank of Amer	ca	External Bank ID	063100277
Account Information			
Bank Account: 9999	*Status: Inactive	∨ *G	iL Unit: 11000 Q
*Description: LEG CC SUB ACCOUNT	Short Desc: CC SUB A	*8	Branch: MAIN Q
*Account #: 1100000_LEGISLATIVE_SERV	ICES_CC		
Sender DO:			RFC:
DFI Qualifier: 01 Q Transit Number			DFI ID: 099999999
IBAN:			
Valid Account Currencies	Account Use		Other Identification
*Currency Code: USD Q 🖺	Acct Type: CreditCard V	BI AR 🗆	AP TR EX GP
*Rate Type: CRRNT Q	DD/AR Draft Cash Ctrl	Cash Clearing	
*Index: MODEL Q		Stimt Accounting	uep in Transit

Figure 2: External Account Page Navigation

9. Send an email to the Division of Accounting and Auditing (A&A) and request the GL Cash account to be inactivated. Make sure that you provide the "as of" date of when this account should be inactivated. The GL Cash account is located under the Bank Account Ledger Types.

Bank Account: 9999	*Status:	nactive 🗸	*GL Unit: 11000 Q	
*Description: LEG CC SUB ACCOU	NT Short Desc:	C SUB A	*Branch: MAIN O	
*Account #: 1100000_LEGISLATIV	/E_SERVICES_CC			
Sender DO:			RFC:	
DFI Qualifier: 01 Q Transit Nu	umber		DFI ID: 099999999	
IBAN:				Other Identification
Valid Account Currencies	Account Use			
*Currency Code: USD Q	Acct Type: CreditCa	I ✓ MBI MAR	□AP MITR □EX	GP
*Rate Type: CRRNT Q	DD/AR Draft Cash Ctrl	Cash Clearing	TRF Charge	
*Index: MODEL Q	Drans Payable	M Stint Accounting		
Bank Account Ledger Types				
				< 1-3 of 5 ♥ > >I View All
ChartFields II>				
		Budget		
Acct Type Organization	*Account Fund	Entity Category	State Program Project	t Contract OA1
Acct Type Organization	*Account Fund	Entity Category	State Program Project	t Contract OA1
Acct Type Organization Cash - AR E Fees Fees	*Account Fund	Entity Category	State Program Project	t Contract OA1
Acct Type Organization Cash - AR E Fees Cash Cash	*Account Fund CC0001 Q 780003 Q CC0001 Q	Entity Category	State Program Project	t Contract OA1
Acct Type Organization Cash - AR E Fees E Cash	*Account Fund CC0001 Q 780003 Q CC0001 Q CC0001 Q	Entity Category	State Program Project	t Contract OA1
Acct Type Organization Cash - AR E Fees Cash	*Account Fund CC0001 Q 780003 Q CC0001 Q	Entity Category	State Program Project	t Contract OA1

Figure 3: Selecting GL Cash Account

Remove the account from the BAI2 Code Mapping

1. Return to the **Code Mappings** page







- a. Navigation: NavBar > Menu > Banking > Administer Bank Integration > Bank Integration Code Map > Code Mappings
- 2. Florida PALM will direct you to the Find an Existing Value tab
- 3. Enter BAI2 in the Code Map Group field
- 4. Click Search
- 5. Select Code Map Group in the Search Results (BAI2 Mappings)

$\leftarrow \odot $	Q. Search in Menu
Code Mappings	
Find an Existing Value	d a New Value
 Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. 	
Precent Searches Choose from recent searches V Choose from saved searches V	•
Code Map Group begins with V BAI2	
Show fewer options Search Clear Save Search	
 ✓ Search Results 1 rows - Code Map Group "BAI2" 	
I< < 1-1 of 1 ♥ > >I I View All	
Code Map Group Description	
BAI2 BAI2 Mappings	

Figure 4: Code Map Group Search Results Navigation

- 6. From the **Code Mappings** page, click the magnifying glass in the **Field Values** section.
- 7. A pop-up box will appear. Input the Business Unit Code Mapping string for the account to be inactivated. (See the example in Figure 5.)
- 8. Click Ok







Mappings

Department of Financial Services Inactivate Bank Account in Florida PALM Job Aid

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♡.		finupg2.flpalm.myfloridacfo.gov says
opings		11000000_LEGISLATIVE_SERVICES_CC
Code Map Group Description	BAI2 BAI2 Mappings	OK Cancel Copy
s		Q K < 1 of 5 V > > View All
*Mapping Name	BANK_ACCOUNT_NUM	+ -
Default Value	Return Input if	No Match
ies ⑦		

*Mapping Name BANK_ACCOUN	T_NUM + -
Default Value	Return Input if No Match
Field Values ③	
EF Q	< < 1-5 of 726 > > View 100
Input Value	Output Value
022222222	1111111_DOR_EFT + -
333333333	9999_CONTROL_DISB + -
44444444	9999_DEO_ORIGIN + -
55555555	9999_CONTROLLED_DISB_SUB_ACCT + -
099999999	9999_BOA_CREDIT_CARD + -
Save Return to Search Notify	Add Update/

Figure 5: Code Mappings Value Navigation

9. In the **Field Values** table, click **Minus (-)** to delete the bank account 10. Click **Save**

de Mappings						
Code Map Group	BAI2					
Description	BAI2 Mappings		Сору			
Mappings			Q K < 1of5 V >	View All		
*Mapping Name	BANK_ACCOUNT_NUM		+ -			
Default Value		Return Input if No Match				
ield Values ⑦						
EF Q			I< < 11-15 of 726 → > >	View 100		
Input Value		Output Value				
022222222		1100000_OFF_OF_LEGISLATIVE_SERVICES		+ -		
333333333		2100005_STATE_ATTORNEY_5TH_CIRCUIT		+ -		
44444444		2100007_ST_ATTY_7TH_CIR_ST_AUGUST		+ -		
55555555		2100009_STATE_ATTORNEY_9TH_CIRCUIT		+ -		
099999999		2100010_JAC_STATE_ATTY_1ST_CIRCUIT		+ -		
C0999999999 Save Return to Search	Notify	2100010_JAC_STATE_ATTY_1ST_CIRCUIT		Add Upd		

Figure 6: Code Mappings Input/Output Value Navigation Figure 7: Code Mappings Navigation







Inactivate Bank Account Recon Rules

- 1. Navigate to the Bank Account Recon Rules page
 - a. Navigation: NavBar > Menu > Banking > Administer Reconciliation > Bank Account Recon Rules
- 2. Florida PALM will direct you to the Find an Existing Value page
- 3. Enter Bank Code: The bank account you are inactivating
- 4. Enter Bank Account: Last 4 digits of the bank account number, or
- 5. Enter Bank Account #: Bank account number includes the Agency Location number
- 6. Click Search

Ba	nk Acco	unt Recon	Rules						
F	Find an Exist Search Cri Enter any info	sting Value te ria rmation you have	and click Search.	Leave fields blar	nk for a list of a	all values.			
	🕑 Recer	t Searches Ch	oose from recent	searches		∨ Ø	Saved Searches	Choose from saved searches	✓ ℓ
		*SetID	= 🗸	STATE	Q	1			
		Bank Code	begins with 🗸	BOA	Q				
		Branch Name	begins with 🗸		Q				
		Bank Account	begins with 🗸	9999					
		External Bank ID	begins with 🗸						
		Bank Account #	begins with 🗸						
		Description	begins with 🗸						
		Account Status	= •		~				
		^	Show fewer opti	ons					
			Case Sensitive						
			Search	Clear					

Figure 8: Bank Account Recon Rules Navigation

7. From the **Search Results** section, select the row containing the **Bank Code** for inactivation







Bank Account Recon Rules Navigation

SetID	Bank	Branch Name	Bank Account	External Bank ID	Bank Account #	Description	Currency Code	View All 고 GL Business Unit	First (Account Status	i) 1 of	1 🕑 Las
1043	00110							View All	First 🤅	🌖 1 of	🕑 Las
1045 -	000.0										
earch Re	sults SetID	"STATE"	Bank C	ode "BOA" +	+1 more						
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			ensitive	01	Cause Control						
		Case	itive								
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E	xternal Bar Bank Accou Descrij Account St	k ID begin unt # begin otion begin atus = ^ Show for	s with v s with v s with v v ewer options	5	v						

Figure 9: Title Bank Account Recon Rules Search Results Navigation

- 8. Uncheck the boxes for each recon rule in the Active column
- 9. Click Save

Acc	ount Recor	nciliation Rules		7.079738809747824097.1×48	68 YO 16 YO 10 YO 1	Q. Search in Menu			
	SHID STATE								
Bar	k Code BOA	Bank of America	External Bank	099999999					
Bank A	ccount 9999	LEG CC SUB ACCOUNT	Bank Account	# 1100000 LEGISLATIVE	SERVICES_CC				
oncilia	tion Source							Find View All First	🜒 1 of 1
quence	Number 1		*Source Receivables Payments	Q					
nount E	xception	Q Date I	Exception	Holiday List ID FF	Q				
econci	liation Rules						Personalize Fi	nd 🕼 📰 🛛 First 🕢 1-11 of 11	1 🕞 Las
tive	*Sequence	*Reconciliation Rules Id	Reconciliation Rule Alias	Date Tolerance	Holiday List ID	Amount Tolerance	Use Rate Table	Accounting Template ID	
				Day 400 400					
		1 PY_11_ALL_FLP_REF1 Q	FLP AR EL FLAIR AND ADNDA REFT	DAY_180_180	C FF Q	Q		q	
		2 PY_11_ALL_FLP_REF2 Q	FLP AR PAP FLAIR AND ANDA REF2	DAY_180_180	FF	Q		٩	•
		3 PY_11_ALL_FLP_REF3 Q	FLP AR IA NUM AND ANDA REF3	DAY_180_180	FF	٩		٩	÷.
		4 PY_11_FLP_EXT_REF_II Q	FLP AR LOCKBX ID TO EXT REF ID	DAY_180_180	FF Q	٩		٩	•
		5 PY_11_ALL_FLP_REF6 Q	FLP DEP ID AND ANDA REF6	DAY_180_180	FF Q	Q		Q	•
		6 PY 1M FLP EXT REF	FLP ONE TO MANY DEP BY EXT REF	DAY 180 180	FF				E I
				DAV 490 490			-		
		PY IM FLP REF 01	FLP ONE TO MANY DEP BY REFT	DAY_180_180		4		Q	
		8 PY_IM_FLP_REF_02	FLP ONE TO MANY DEP BY REF2	DAY_180_180	rr Q	Q		Q	
		9 PY_1M_FLP_REF_03	FLP ONE TO MANY DEP BY REFS	DAY_180_180	rr Q	Q		Q	
·		10 PY_1M_FLP_REF_06 Q		DAY_180_180	rr Q	Q		Q	
, II.		11 PY 11 ALL REP 01 0	EACH PAYMENT BY REFERENCE	DAY 160 160	rr Q	Q		Q	

Figure 10: Bank Account Reconciliation Rules Source Navigation

- 1. Navigate to the Bank Statement Accounting page
 - a. Navigation: NavBar > Menu > Banking > Administer Reconciliation > Bank Statement Accounting
- 2. Florida PALM will display the Find an Existing Value page
- 3. Enter External Bank ID: Select the ID that is linked to the bank account you are inactivating







4. Enter Bank Account #: Select the bank account you are inactivating

5. Click Search	
$\leftarrow \mid \odot \heartsuit$	Q Search in Menu
Bank Statement Accounting	
Find an Existing Value	⊕Add a New Value
✓ Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Recent Searches Choose from recent searches V Recent Searches Choose from saved searches	✓ //
External Bank ID begins with	
Bank Account # begins with I100000_LEGISLATIVE_S Q	
Statement Activity Type begins with 🗸	
∧ Show fewer options	
Search Clear	

Figure 11: Bank Statement Accounting Navigation

6. Select the first Statement Activity Type in the Search Results list

	Search Clear Save Se	earch	
Search Res rows - Ext	sults sernal Bank ID "0999999999" Bank Account # "1100000_LEGISLATIVE	_SERVICES_CO	
	I< < 1-4 of 4 ✓	> >	View All
External Bank ID	Bank Account #	Statement Activity Type	
0999999999	1100000_LEGISLATIVE_SERVICES_CC	856	>
0999999999	1100000_LEGISLATIVE_SERVICES_CC	868	>
0999999999	1100000_LEGISLATIVE_SERVICES_CC	BTC	>
		070	

Figure 12: Bank Statement Accounting Statement Search Results Navigation

- 7. Change the Active Status to Inactive in the header
- 8. Change the Active Status to Inactive in the Rule ID Definition Section
- 9. Click Save
- 10. Click Next in List to view the next Statement Activity Type







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ank Statement Accounting		
Pank ID 00000000 Account #		Activity Type 95
GL Pueinees Unit 11000	TI00000_LEGISLATIVE_SERVICES_CC	Activity type 65
*Description ROA 7RA Credit		
*Active Status Inactive V	*Activity Default Template BANK_ZBA_SWEEP Q	
> Test Rules		
Rule ID Definition	Q < < 1 of 1 v > >	View All
*Rule ID 1	Rule Default Template Q	+ -
*Active Status Inactive		
*Description BOA ZBA Credit		
Positional Match O	Pattern Match Value Match	
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Match Values		
	I< < 1-1 of 1 v > >I I View All	
*Match Value *Match Template	Description	
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Save Return to Search Previous in List Next in List Notify		Undate/Display
	700	opulator bropidy

Figure 13: Bank Statement Accounting Activation/Inactivation Navigation

11. Repeat Steps 7-10 to inactivate the remaining Statement Activity Types

Still have questions? Please contact the Florida PALM Solution Center via the <u>Customer Portal</u>.



